

# PADILLA BAY RESERVE FACILITY USE POLICY & PROCEDURES BY NON-PBNERR (Ecology) USERS

- 1.1 **Purpose:** The purpose of this policy and related procedure(s) is to establish standards, criteria, and methods for the use of Ecology/PBNERR buildings and equipment so that:
- The needs of PBNERR/PBF programming and other users are met fairly and efficiently;
  - Safety, security, liability, and responsibilities are clear to all users;
  - Staff and volunteers are knowledgeable of the administrative process and record-keeping.
- 1.2 **General Use Guidelines and Priorities:** Entities other than PBNERR/PBF and Ecology may use certain facilities and areas if consistent with the mission and intent of PBNERR and the Department of Ecology. Ecology/PBNERR facilities may not be used for private, political, or religious activities. The following scheduling and reservation priority shall be observed:
1. PBNERR Programming (includes Padilla Bay Foundation)
  2. Department of Ecology
  3. Other public natural resource agencies & organizations
  4. Other public organizations
  5. Non-governmental conservation organizations
  6. Other non-profit organizations with missions consistent with Ecology, PBNERR, etc.
- 1.3 **Facilities Available for Outside (Non-PBNERR) Users:** The following facilities are available for use by non-PBNERR users on a space-available basis (restrictions for days of the week, and times, may apply). Specific conditions are noted:
1. Meeting Room with lobby, full kitchen, outside patio & restrooms: Seats up to 64 in training table format, 110 in row seating, may be divided 60/40 for two user groups; kitchen accessed via the larger room. ADA accessible.
  2. Conference Room with restroom & shared kitchenette: Seats up to 20 around large table. ADA accessible (2<sup>nd</sup> floor with elevator).
  3. Theater with restroom access: Seats up to 45 in terraced format. ADA access only at upper & lower levels.
  4. Barn Locker Rooms & Kitchen/Workroom: ADA accessible, with showers, lockers, separate kitchen area for food preparation and work. Available to volunteers and personnel conducting official work at PBNERR (graduate students, visiting research or field personnel).
  5. Laboratory: Available only with written approval of Research Coordinator and/or Lab Manager consistent with written laboratory use requirements.
  6. Volunteer Laboratory: Available for use by Stream Team volunteers or other future groups after completion of training program conducted by appropriate PBNERR staff and consultation by the Research Coordinator and/or Lab Manager.
  7. Guesthouse: Available for use by visiting educators and researchers. 4 bedrooms, each with bathroom and 4 bunks (16 total capacity); fully- furnished kitchen, laundry, living room. Linen & towels provided. ADA accessible room. The Guesthouse is a fee-for-use facility--- see fee schedule for use rates.
- 1.4 **Facility Use Agreement Required & Reservations:** Any use of PBNERR facilities by non-PBNERR/PBF groups requires the completion and approval of a Facilities Use Agreement form. Forms are to be turned into PBNERR in person, by mail, or by email. Reservations are not confirmed until the form is signed by the appropriate official (user) and the PBNERR/PBF Sponsor and then listed on the facility use calendar. Any and all users **ARE SUBJECT TO REMOVAL ON SHORT NOTICE** if PBNERR/PBF or Ecology needs the facility space for any reason.
- 1.5 **Sponsorship and User Training:** All non-PBNERR users must have a "Sponsor" that is a PBNERR or PBF staff that shall be responsible for user training and appropriate utilization of

PBNERR facilities. The “Sponsor” must sign the Facility Use Agreement and be available to assist the user with any operational details that arise.

**1.6 Facility Use Rules:**

1. Hours of Use (except bunkhouse): 6 AM to 11 PM, Monday-Sunday (see Section 1.6)
2. Furniture shall be returned to pre-determined or posted arrangement.
3. Use areas shall be thoroughly cleaned and trash removed after use.
4. Doors must be locked upon departure.
5. Key cards must be returned immediately after use.
6. Cancellation of facility use reservations must be made as soon as possible.
7. Fees may be assessed to facility users not meeting facility use rules, lost key cards, and/or cancellation of any future use.

**1.7 After-Hours Use:** Use of PBNERR facilities after 5 PM (or on State/PBNERR holidays) by non-governmental entities requires the participation and attendance of either a PBNERR or PBF staff (Sponsor) or the user (group) must have liability and damage insurance (\$1 million minimum) to protect the interests of the users, PBNERR/Ecology and its staff. Ecology and its staff shall be named as insured in the policy. A copy of the policy shall be provided to PBNERR prior to use. Users without PBNERR/PBF staff in attendance at their events must receive training on facility use procedures and the persons having received this training must be in attendance at their event.

**1.8 Fees:** Ecology may assess fees for use of its facilities and shall make available a current Fee Schedule.

**1.9 Appropriate Use and Restrictions:** PBNERR facilities are intended to be used for professional purposes consistent with the mission and objectives of the Reserve. Noise is to be kept at a minimum to reduce disturbance to other users and neighbors. Facility space may, when necessary, be shared by other users (kitchens, workrooms, split meeting rooms, guestrooms, etc.). The use of illegal substances is prohibited on PBNERR/Ecology property. No firearms or weapons are allowed on PBNERR property. Smoking (all tobacco use) is prohibited in and around PBNERR facilities and grounds. Alcohol use at events on PBNERR property requires the user to obtain insurance as described in Section 1.6 but in the amount of \$10 million dollars. Any alcohol use on premises requires prior notification and management approval, and receipt of the insurance confirmation.

**1.10 Parking:** Parking space at PBNERR facilities is limited. Users should work within their organizations to establish car-pools, ride-sharing, or other means to reduce on-site traffic. Vehicles should park only in designated spaces. Vehicles should not be left in loading/unloading zones more than 5 minutes.

Related Procedures & Forms

1.1 Facility Use Agreement (User & Sponsor signatures required)

1.2 Reservation procedures (internal)

1.3 Use Instructions (provide to users and post)

1.3.1 Guesthouse

1.3.2 Locker-room

1.3.3 Meeting room(s)

1.3.4 Conference room

1.3.5 Theater

1.4 User fee schedule (internal)